

# **PEDS Data Entry Training County Commission Initiative Setup**

Statewide Data Collection  
and Evaluation of First 5  
California Funded  
Programs



## Goals of training

- To define “County Commission initiatives.”
- To learn how to enter initiatives into PEDS.
- To learn how to edit, deactivate, and delete initiatives in PEDS.

# Initiatives

## Definition

**A groups of funded programs and organizations identified by the County Commission that work collectively toward a priority focus area.**

### **Examples of initiatives:**

- Special Opportunity Grants – Group of funded programs by fiscal allotments.
- Countywide Initiative – Group of funded programs by local initiatives such as Child Care Initiative or Oral Health Initiative.

**Initiatives are an optional feature in PEDS.  
Any number of funded programs can be linked to an initiative.**

# Initiatives

## Benefits of use

---

Setting up initiatives allows you to filter reports by initiatives to assess the group of funded programs' contribution to:

- Providing specific First 5 activities
- Serving specific target populations
- Maintaining a level of service duration, intensity, and quality
- Progressing on specific achievement milestones
- Achieving specific child and family outcomes

# How do I enter initiatives into PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

**Proposition 10**  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [User Type Selection](#)

**Funded Program Entry**

Initiative:

Organization:

**Funded Programs**

**Initiatives** **Organizations** **Achievement Categories**

**SNP Partner Agencies**

Please Report:

**Reports** **Mini-Grants**

Click **Initiatives** button.

User: sanders.mary (0 login attempts since 11/3/2005 2:31:10 PM)  
User Type: County Commission User  
County: First 5 Mayberry Children and Families Commission

HELP!

Done Trusted sites

# Initiatives

## Entry of name

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Initiative

Enter initiative Name.

Initiative Name

- Home School
- Home Visiting
- Independent Program Grant
- Jenny & Besty's test
- JH Test
- Nutrition
- Oral Health Care Initiative
- Parent Education
- Punk rock for Tots
- School Readiness

**Initiative Information:**

Name: Oral Health Care Initiative

Description:

Deactivate: ☐

Add Refresh

The initiative entered will be shown in drop-down menus throughout PEDS.

Done Trusted sites

# Initiatives

## Entry of description

The screenshot shows the 'FIRST 5 CALIFORNIA' web application interface. At the top, there is a navigation bar with 'Main Menu', 'Initiatives', and 'Help'. Below this, the page title is 'Initiatives'. A list of initiative names is displayed in a table, including 'Home Visiting', 'Independent Program Grant', 'Jenny & Besty's test', 'JH Test', 'Nutrition', 'Parent Education', 'Punk rock for Tots', 'School Readiness', 'SJR Test', 'Substance Abuse Services', and 'Tobacco Education'. Below the list, there is a section titled 'Initiative Information:' containing a 'Name:' field with the value 'Oral Health Care Initiative', a 'Description:' text area with the value 'Oral health care initiative to improve the dental habits of children 0 to 5.', and a 'Deactivate:' checkbox. At the bottom right, there are 'Add' and 'Refresh' buttons. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

**Initiative Name**

Home Visiting
Independent Program Grant
Jenny & Besty's test
JH Test
Nutrition
Parent Education
Punk rock for Tots
School Readiness
SJR Test
Substance Abuse Services
Tobacco Education

**Initiative Information:**

Name: Oral Health Care Initiative

Description: Oral health care initiative to improve the dental habits of children 0 to 5.

Deactivate: ☐

**Add** **Refresh**

Enter initiative **Description** (optional).

The description text field can contain up to 150 characters.

Click **Add**.

# How do I edit an initiative in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Initiatives

*Initiatives*

Initiative Name
Home Visiting
Independent Program Grant
Jenny & Besty's test
JH Test
Nutrition
<b>Oral Health Care Initiative</b>
Parent Education
Punk rock for Tots
School Readiness
SJR Test
Substance Abuse Services

**Initiative Information:**

Name: Oral Health Care Initiative

Description: Oral health care initiative to improve the dental habits of children 0 to 5.

Deactivate: ☐

Delete Edit Refresh

Make any necessary changes and click **Edit**.

Trusted sites



# How do I deactivate an initiative in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Initiatives

**Initiatives**

Initiative Name
Home Visiting
Independent Program Grant
Jenny & Besty's test
JH Test
Nutrition
Oral Health Care Initiative
Parent Education
Punk rock for Tots
School Readiness
SJR Test
Substance Abuse Services

**Initiative Information:**

Name: Oral Health Care Initiative

Description: Oral health care initiative to improve the dental habits of children 0 to 5.

Deactivate: ☒

Click **Edit**.

Delete Edit Refresh

Funded Programs

Done Trusted sites

# What happens when I deactivate an initiative?

Deactivating an initiative:

- Removes the initiative from the drop-down list when you set up or edit a funded program.
- Does not remove the initiative from the filter list when you run reports.
- Does not remove an initiative that was previously linked to a funded program.

# How do I delete an initiative in PEDS?

The screenshot shows the 'FIRST 5 CALIFORNIA' website with the 'Initiatives' page. A list of initiatives is displayed, with 'Oral Health Care Initiative' selected. A 'Delete' button is visible at the bottom. A confirmation dialog box from Microsoft Internet Explorer is open, asking 'Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons. Three callout boxes provide instructions: 1. Select the entry you wish to delete. (points to the selected initiative), 2. Click **Delete**. (points to the Delete button), and 3. Click **OK** to delete this record. (points to the OK button in the dialog box).

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Initiatives

*Initiatives*

Initiative Name
Home Visiting
Independent Program Grant
Jenny & Besty's test
JH Test
Nutrition
<b>Oral Health Care Initiative</b>
Parent Education
Punk rock for Tots
School Readiness
SJR Test
Substance Abuse Services

**Initiative Information:**

Name: Oral Health Care Initiative

Description: Oral health care initiative

Deactivate: ☐

Are you sure you want to delete this record?

OK Cancel

Delete Edit Refresh

Funded Programs

Done Trusted sites

1. Select the entry you wish to delete.
2. Click **Delete**.
3. Click **OK** to delete this record.

# What happens when I delete an initiative?

## Deleting an initiative:

- Removes the initiative from the drop-down list when you set up or edit a funded program.
- Removes the initiative from the filter list when you run reports.
- Automatically removes an initiative that was previously linked to a funded program.

# How do I link a funded program to a different initiative in PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

Proposition 10  
Evaluation Data System

User Type Selection

Data Entry Reports Data Collection Narratives

**Funded Program Entry**

Initiative:

Organization:

**Funded Programs**

Initiatives Organizations Achievements Categories

SNP Partner Agencies

Please select a Reporting Period: 2005-2006 Fiscal Year

Priority Outcomes and Indicators Mini-Grants

Click Funded Programs button.

User: sanders.mary (0 login attempts since 11/3/2005 2:31:10 PM)  
User Type: County Commission User  
County: First 5 Mayberry Children and Families Commission

Done Trusted sites

# How do I link a funded program to a different initiative in PEDS?

A funded program can only be linked to one initiative.

Select the entry you wish to edit.

The screenshot shows the PEDS system interface. At the top, there is a 'Main Menu' and 'Funded Programs' section. Below this is a table of funded programs. The table has columns for 'Funded Program Name', 'Organization', and 'Initiative'. The first row shows 'Mayberry Resource Center II' linked to 'AAA Health & Service Organization' and 'Oral Health Care Initiative'. The second row shows 'Mayberry Resource Center' linked to 'Early Education for Children' and 'Family Resource & Learning Centers (FRLCs)'. Below the table is a form for editing a program. The form has tabs for 'Program Information', 'Address and Org Type', 'Contact Information', and 'Description'. The 'Program Information' tab is selected. It contains fields for 'Initiative', 'Organization', 'Name', 'Subcontractor', and 'Inactive'. The 'Initiative' field is a drop-down menu currently showing 'Health Access for All'. The 'Organization' field is 'Early Education for Children' and the 'Name' field is 'Mayberry Resource Center'. Below these fields are buttons for 'Delete', 'Edit', and 'Refresh'. The 'Edit' button is highlighted. At the bottom of the form, there are buttons for 'Subactivities', 'Activities (Aggregat...', and 'Priority Outcomes an...'. The 'Reporting Period' is set to '2005-2006 Fiscal Year'. The status bar at the bottom shows 'Done' and 'Trusted sites'.

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

**Program Information** | Address and Org Type | Contact Information | Description

**Initiative:** Health Access for All  
**Organization:** Early Education for Children  
**Name:** Mayberry Resource Center  
**Subcontractor:** ☐ **Of:**   
**Inactive:** ☐ **Start Date:**

**Delete** **Edit** **Refresh**

**Subactivities**

**Activities (Aggregat...** **Priority Outcomes an...**

Reporting Period: 2005-2006 Fiscal Year

Choose a different initiative from the drop-down menu.

Click **Edit**.

# How do I unlink an initiative from a funded program in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

**Funded Programs**

Initiative: [Dropdown] Organization: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z][All] ☒ Active ☐ Inactive

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

**Program Information** | **Address and Org Type** | **Contact Information** | **Description**

**Initiative:** [Blank] **Organization:** Early Education for Children

**Name:** Mayberry Resource Center

**Subcontractor:** ☐ **Of:** [Dropdown]

**Inactive:** ☐ **Date:** [Text]

**Delete** **Edit** **Refresh**

**Subactivities**

**Activities (Aggregat...** **Priority Outcomes an...**

Done Trusted sites

Select the entry you wish to unlink.

Choose the blank initiative from the top of the drop-down menu.

Click **Edit**.

# Initiatives Report Filters

File Edit View Favorites Tools Help

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Direct Services (Aggregate)**

Start Date: 07/01/2005

End Date: 06/30/2006

Funded Program: Include All Items

Activity Location:

Funded Program Status: Active

Activity Location Zip Code: Include All Items

School Readiness Initiative Funding: Include All Items

**Initiative**: Oral Health Care Initiative

Organization: Independent Program Grant

Organization Main Category: Jenny & Besty's test

Organization Sub Category: JH Test

Organization Type: Parent Education

Participant Type: Punk rock for Tots

Ethnicity: School Readiness

Language: Tobacco Education

Run Report

Trusted sites

Choose an initiative from the drop-down menu.

This filter runs a report that groups results of all funded programs in the selected initiative.



# Initiatives

Applicable reports with an “initiative” filter

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

Proposition 10  
Evaluation Data System

Data Entry Reports Data Collection Narratives User Type Selection

Reports

Please select a Reporting Period:  
2005-2006 Fiscal Year

Direct Service Activity Data

- Direct Services (Aggregate)
- Direct Services (Individual)
- Direct Services (All)
- Direct Service Contacts
- Direct Services Data Export (Individual)

Other Activity Data

- Community Strengthening Efforts
- Provider Capacity Building/Support
- Infrastructure Investments
- Systems Change Support Activities
- Mini-Grants

Participant Data

Outcome Data (Core)

User: sanders.mary (0 login attempts since 11/4/05)  
User Type: County Commission User  
County: First 5 Mayberry Children and Families C

HELP!

Trusted sites

Scroll down to view all reports.

# Initiatives

Applicable reports with an “initiative” filter

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**


**Proposition 10**  
Evaluation Data System

[Data Entry](#) | [Reports](#) | [Data Collection](#) | [Narratives](#) | [User Type Selection](#)


Participant Data	Outcome Data (Core)
<a href="#">Direct Service Contacts by Demographics</a>	<a href="#">Intake Report</a>
<a href="#">Nonduplicated Participant Counts</a>	<a href="#">Intake / Follow-up Report</a>
<a href="#">Counts of Participants (Some Duplication)</a>	<a href="#">Pivot Table Report</a>
<a href="#">Nonduplicated Participant Count by Service</a>	<a href="#">Intake / Follow-up Completed</a>
<a href="#">Participant Detail Data Export (Individual)</a>	


  

Progress and Fiscal Reports	Service Quality Reports
<a href="#">Funds Spent by Strategy</a>	<a href="#">Intensity of Services</a>
<a href="#">Achievement Milestones</a>	<a href="#">Duration of Services</a>
<a href="#">Funded Program Detail Report</a>	<a href="#">Comprehensiveness of Services</a>



**User:** sanders.mary (0 login attempts since 11/8/2005 9:16:57 AM)  
**User Type:** County Commission User  
**County:** First 5 Mayberry Children and Families Commission



 Trusted sites

# Initiatives

## Summary of data entry

### To Add

- In Main Menu, click on **Initiatives**.
- Enter initiative name.
- Enter description (optional).
- Click **Add**.

### To Edit

- Select entry to be edited.
- Enter the necessary changes.
- Click **Edit**.

### To Deactivate an Initiative

- Select entry to be deactivated.
- Click the **Deactivate** checkbox.
- Click **Edit**.

### To Delete an Initiative

- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.

### To Unlink a Funded Program

- Go to Funded Program Setup.
- Select the funded program you wish to change.
- Select a different initiative or the blank initiative from the dropdown menu.
- Click **Edit**.